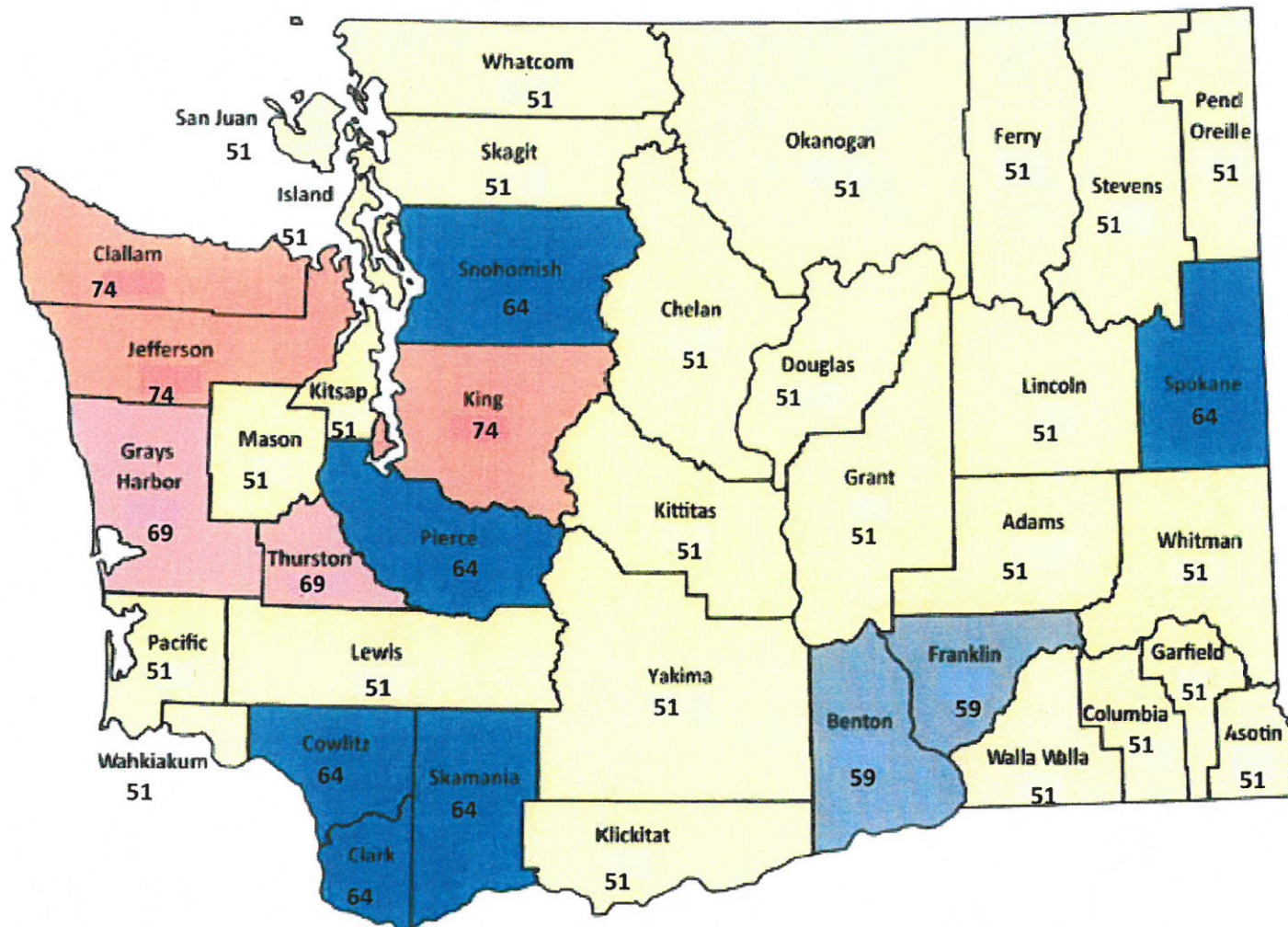


# Per Diem Rates - As of October 1, 2015



Meal Rates				
TOTAL	B	L	D	
\$51	\$13	\$15	\$23	
\$59	\$15	\$18	\$26	
\$64	\$16	\$19	\$29	
\$69	\$17	\$21	\$31	
\$74	\$19	\$22	\$33	

**ALL** requests for meal reimbursements **MUST** have an itemized receipt showing food purchases, tip (if applicable) and taxes. **Please note:** Tips in excess of 15% and alcohol can not be reimbursed using public funds.

## POV Mileage Rate

The privately owned vehicle mileage reimbursement rate is \$0.575 per mile. (effective 1/1/15)

For Out-of-State Per Diem Rates, refer to the GSA website at: <http://www.gsa.gov>. To get the total meal and incidental expense rate breakdown of individual meal allowances, refer to the State Administrative and Accounting Manual (SAAM), Subsection 10.40.10.c